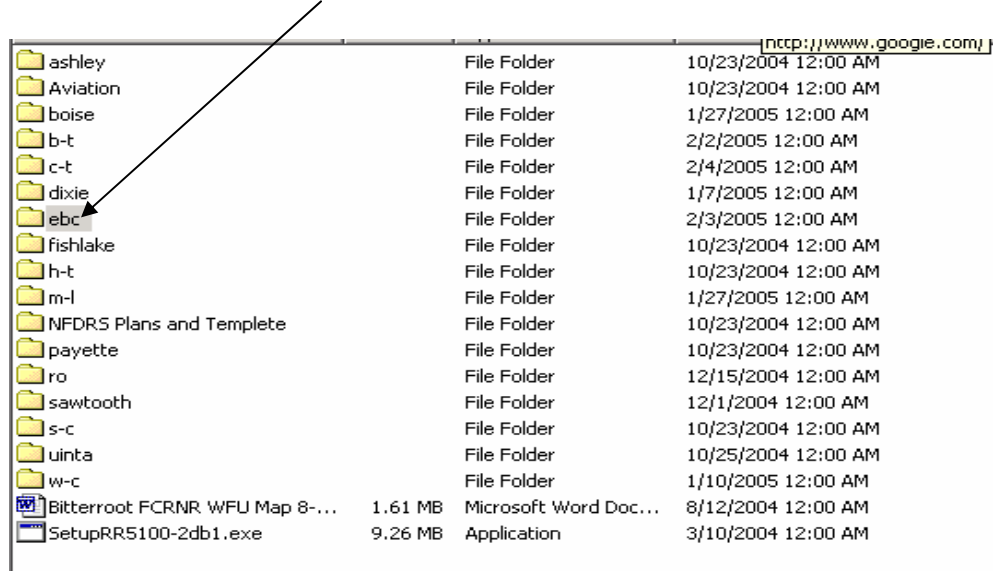## ROSS Reports

From Internet Explorer go to the following FTP site:
ftp://ftp2.fs.fed.us/incoming/r4/Fire/fire_2004/.
Double-click on the **"ebc"** folder.

ashley	File Folder	10/23/2004 12:00 AM	
Aviation	File Folder	10/23/2004 12:00 AM	
boise	File Folder	1/27/2005 12:00 AM	
b-t	File Folder	2/2/2005 12:00 AM	
c-t	File Folder	2/4/2005 12:00 AM	
dixie	File Folder	1/7/2005 12:00 AM	
ebc	File Folder	2/3/2005 12:00 AM	
fishlake	File Folder	10/23/2004 12:00 AM	
h-t	File Folder	10/23/2004 12:00 AM	
m-l	File Folder	1/27/2005 12:00 AM	
NFDRS Plans and Templete	File Folder	10/23/2004 12:00 AM	
payette	File Folder	10/23/2004 12:00 AM	
ro	File Folder	12/15/2004 12:00 AM	
sawtooth	File Folder	12/1/2004 12:00 AM	
s-c	File Folder	10/23/2004 12:00 AM	
uinta	File Folder	10/25/2004 12:00 AM	
w-c	File Folder	1/10/2005 12:00 AM	
Bitterroot FCRNR WFU Map 8-...	1.61 MB	Microsoft Word Doc...	8/12/2004 12:00 AM
SetupRR5100-2db1.exe	9.26 MB	Application	3/10/2004 12:00 AM

This will bring up the next screen which will have the ROSS Reports folder,
"ross_reports". Right-click on the folder and select **"Copy to Folder"**. A
**dialog box** will appear asking where to save the folder.
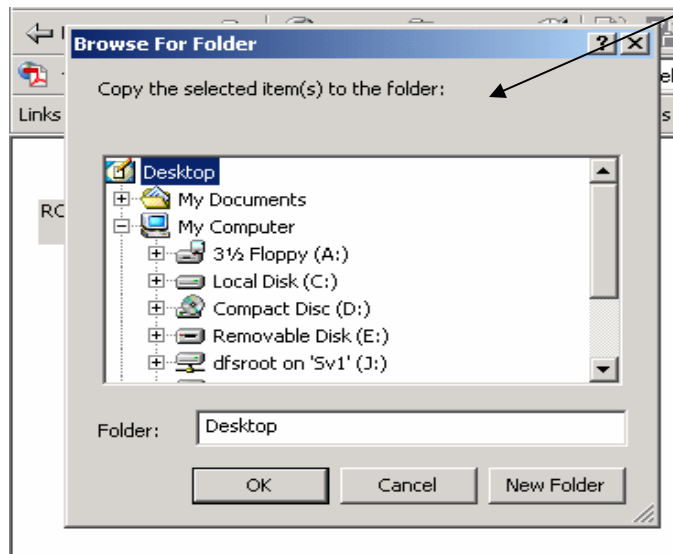
Navigate to where the folder will be saved, which will be to the **C:** drive. It will
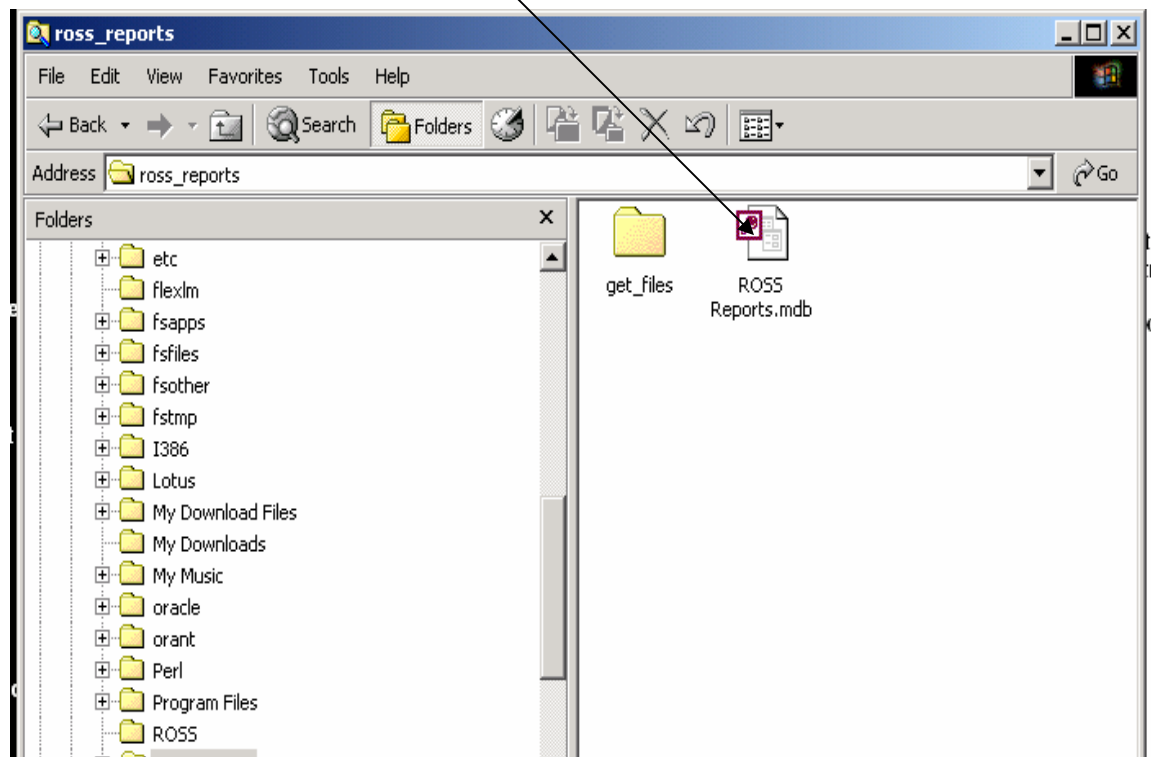take several minutes to download, so don't be alarmed.

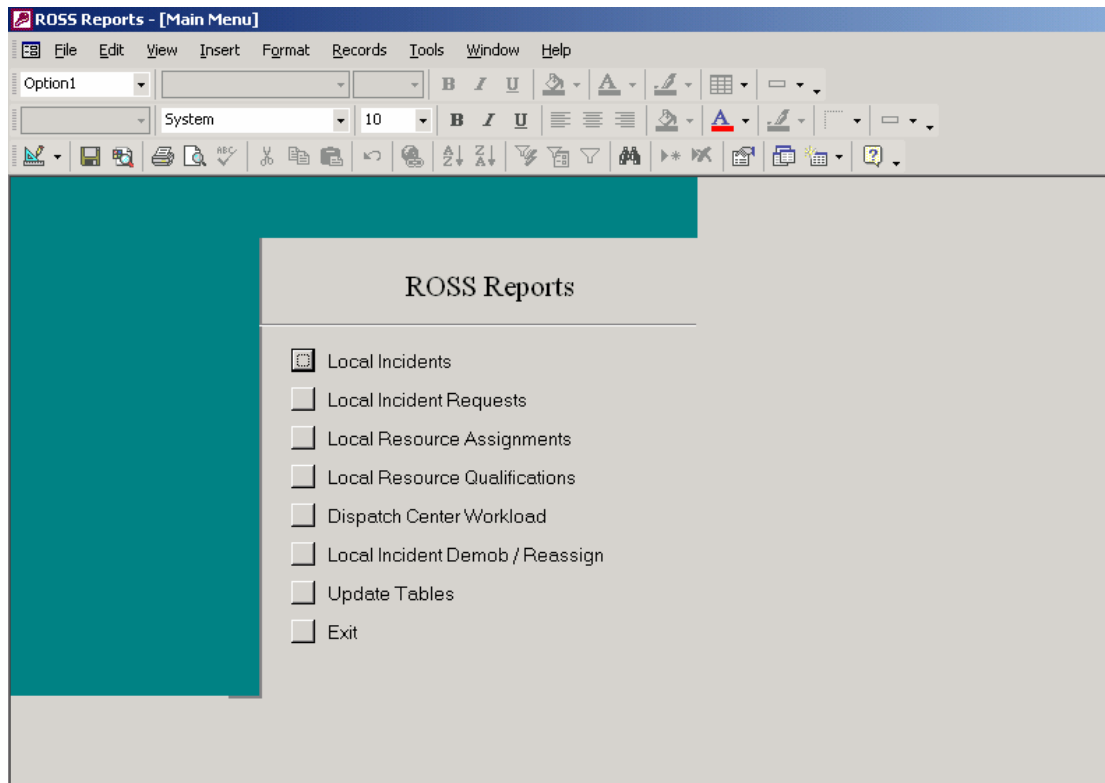After the file has completed downloading follow the next process.

Downloading MDB Files

1) Navigate to where the "ross_reports" folder was downloaded on your C:/ drive and open the folder.
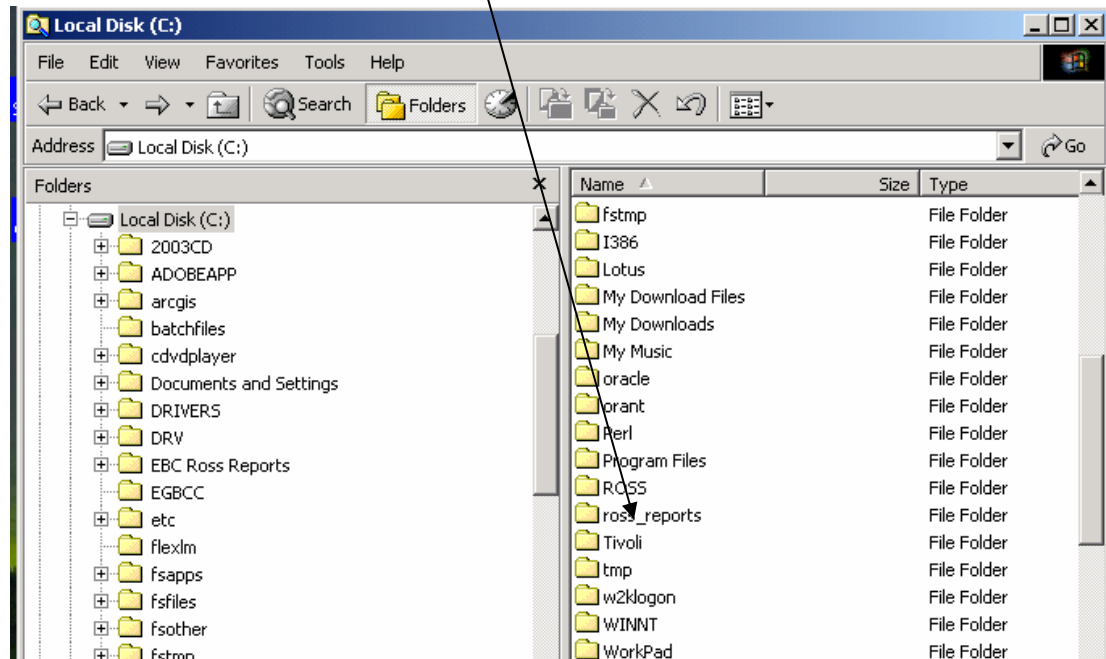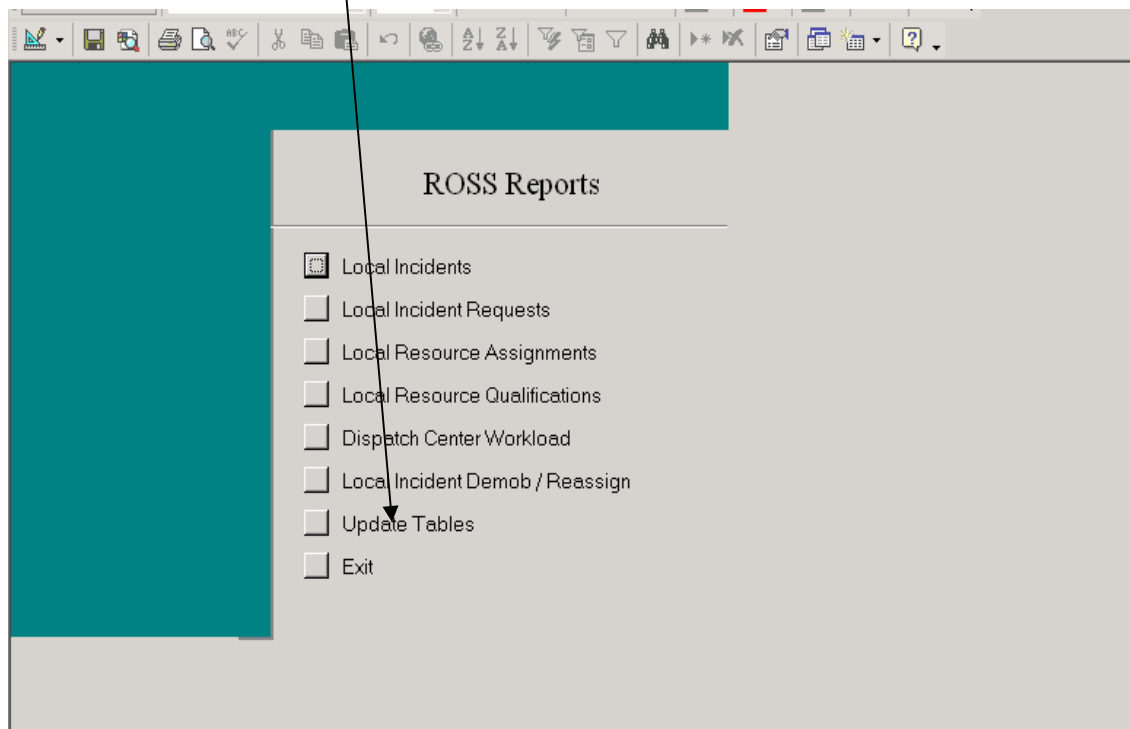

2) Double-click on **"ROSS Reports.mdb".**

3) A really cool splash screen will briefly appear. Then the main **ROSS Reports** screen will come up.

4) Click on the **"Update Tables"** button.

5) A black screen will appear with data scrolling across.

Percentage of file downloaded

Time remaining for the file to download

```
Wget [56%] https://idpaf:*password*@datadraw.ross.nwcg.gov/UT-EBC/UT-EBC-HISTORY.MDB    _□×
--14:50:13--  https://idpaf:*password*@datadraw.ross.nwcg.gov/UT-EBC/UT-EBC-REQU
ESTS.MDB
           => `UT-EBC-REQUESTS.MDB'
Resolving datadraw.ross.nwcg.gov... 199.134.225.223
Connecting to datadraw.ross.nwcg.gov[199.134.225.223]:443... connected.
HTTP request sent, awaiting response... 200 OK
Length: 208,896 [text/plain]

=================================>] 208,896        12.54K/s

(13.34 KB/s) - `UT-EBC-REQUESTS.MDB' saved [208896/208896]

--14:50:30--  https://idpaf:*password*@datadraw.ross.nwcg.gov/UT-EBC/
ORY.MDB
           => `UT-EBC-HISTORY.MDB'
Resolving datadraw.ross.nwcg.gov... 199.134.225.223
Connecting to datadraw.ross.nwcg.gov[199.134.225.223]:443... connected.
HTTP request sent, awaiting response... 200 OK
Length: 204,800 [text/plain]

56% [==================>              ] 114,688        15.75K/s    ETA 00:06
```

These data files from the ROSS Data Delivery System are automatically downloaded into **"ross_reports"** in the **"get_files"** folder. It will take several minutes for the data files to download, so don't be alarmed if it takes awhile.

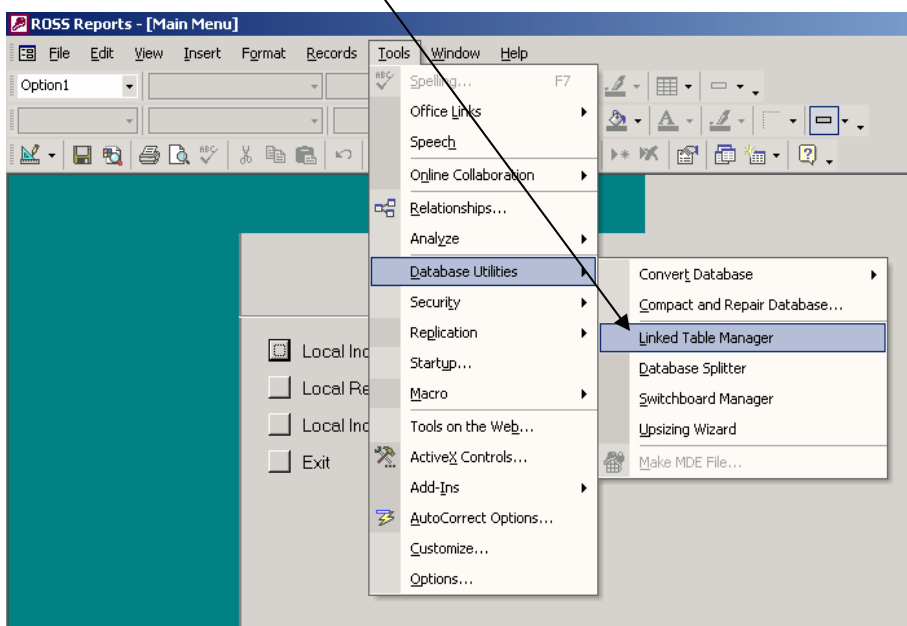6) When the black screen disappears the next step will be to link the files.

LINKING FILES

The next step will be to "link" the downloaded mdb files to the **ROSS Reports** program.
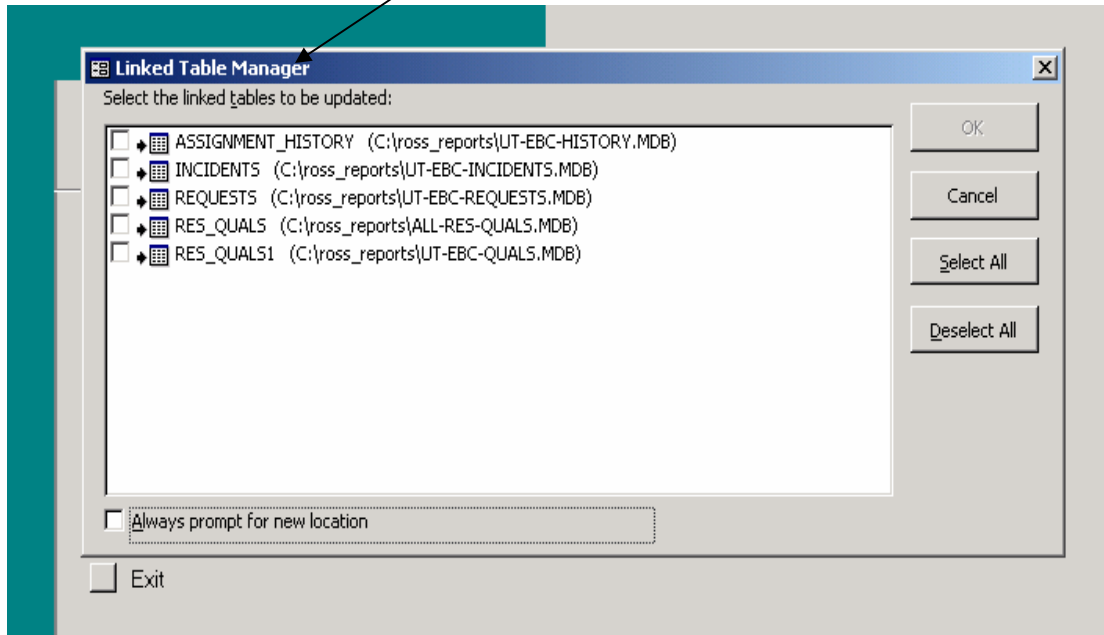
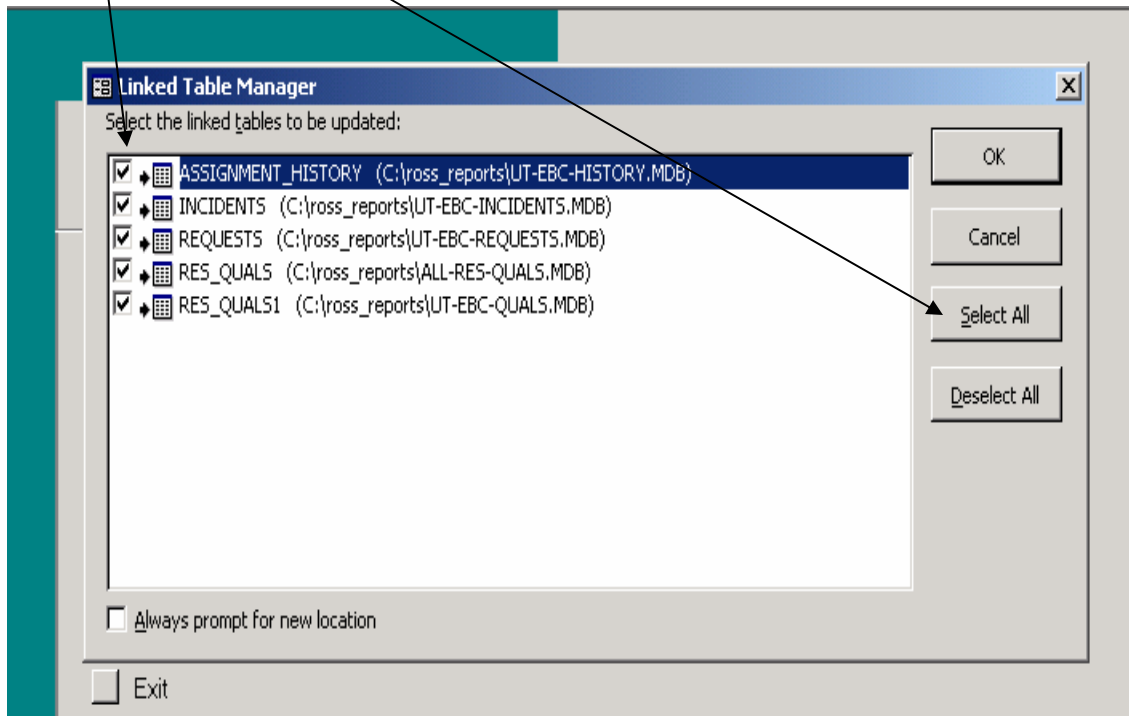1) Click on **"Tools"** in the task bar. Scroll down to **"Database Utilities".**
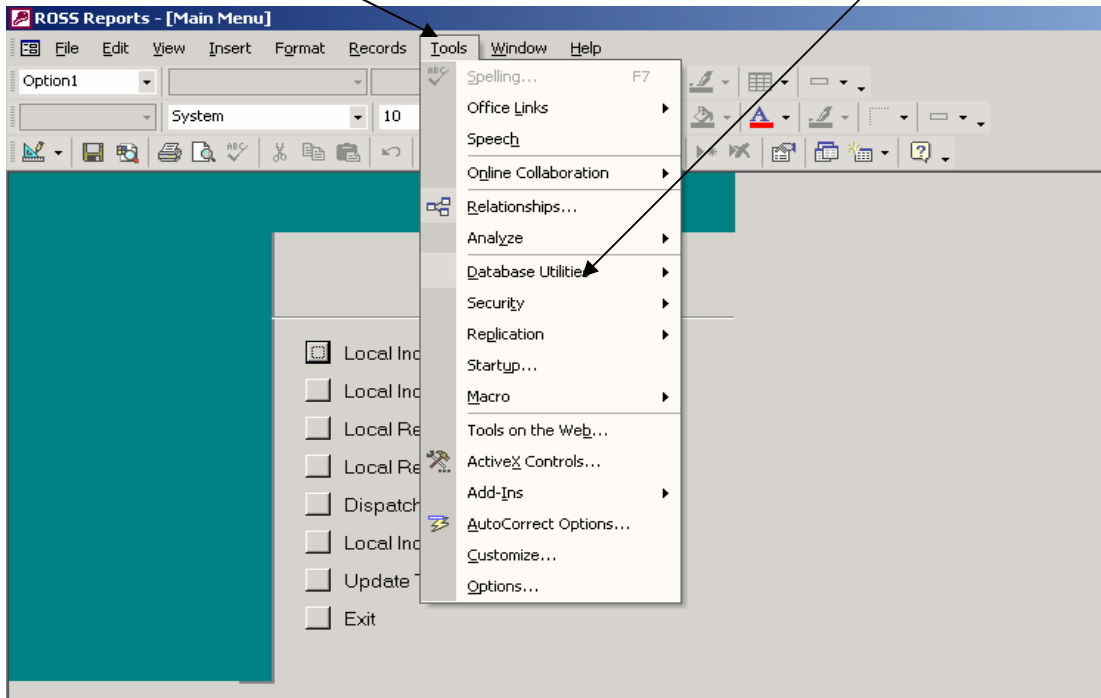
2) Click on **"Database Utilities"** and this will open another window. Scroll and click on **"Linked Table Manager"**.
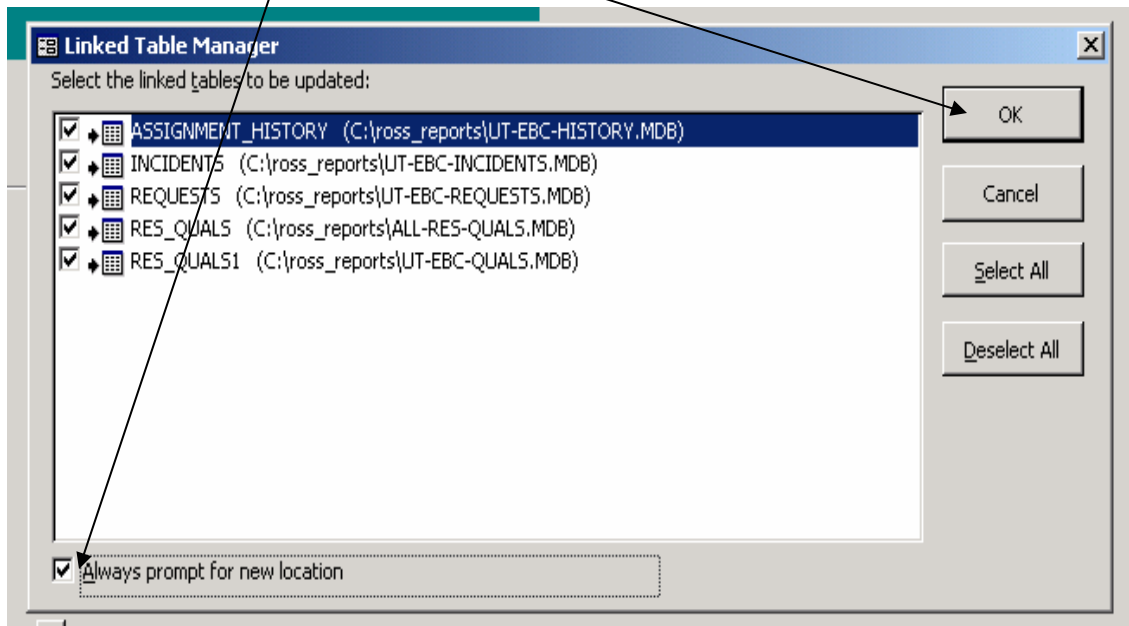
3) This will bring up the **"Linked Table Manager"** window with the mdb files that will be utilized in **ROSS Reports**.


4) Click on **"Select All"** and the boxes to the left of the files listed will **"check"**.

5) Click on **"Always prompt for new location"** in the lower left corner to check this box. Click the **"OK"** button.

6) A dialog box will come up and at the top it will say **"Select New Location of ASSIGNMENT_HISTORY"**. Navigate to where the mdb files are located and click on **"UT-EBC-HISTORY.MDB"**. Click the **"Open"** button.
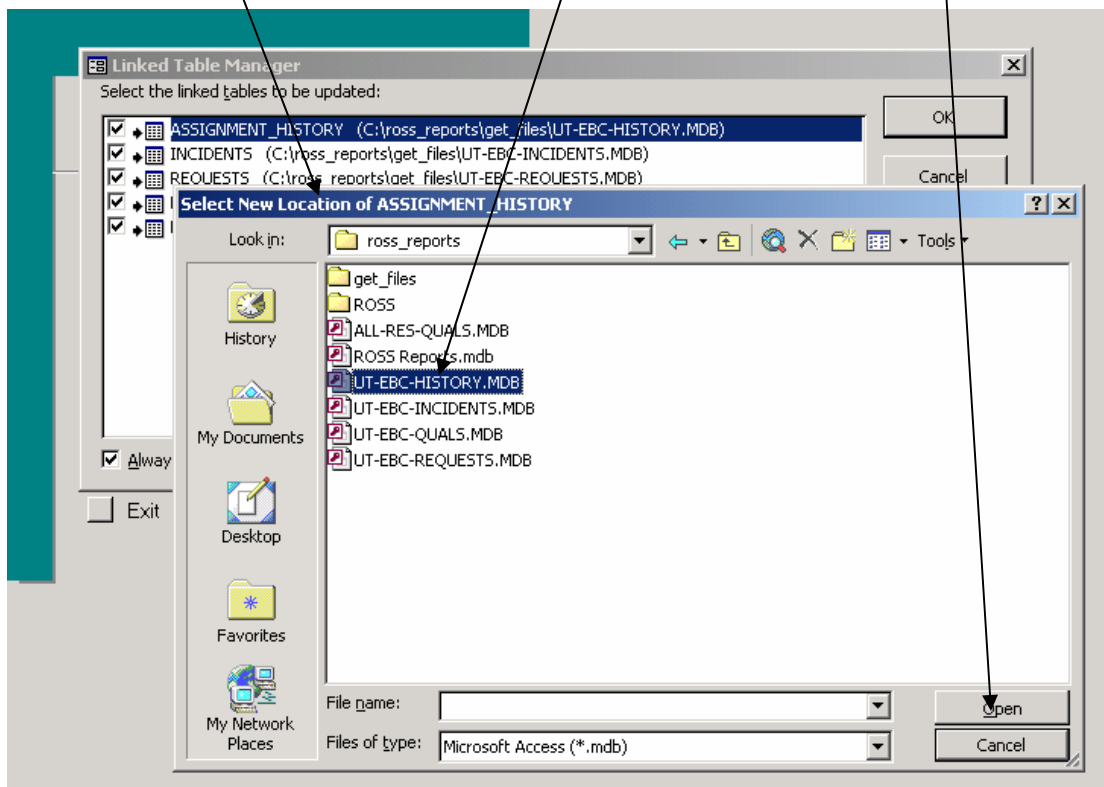
7) Once that file is linked it will move back to the original screen, but the title at the top will change to **"Select New Location of INCIDENTS"**. Navigate to where the mdb files are located and click on **"UT-EBC-INCIDENTS.MDB"**. Click the **"Open"** button.
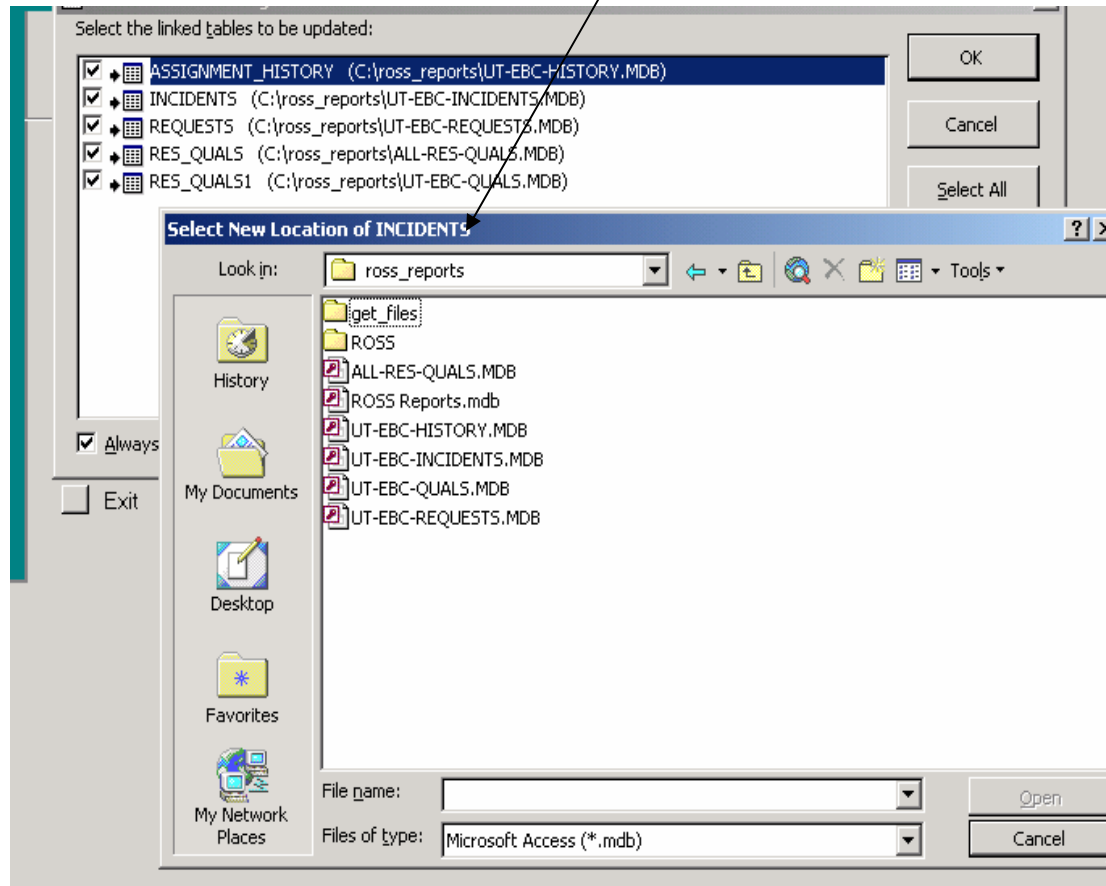
8) Follow the above instructions again selecting the appropriate mdb file **(UT-EBC-REQUESTS.MDB)**. Repeat for **"Select New Location RES_QUALS" (ALL-RES-QUALS.MDB**) and **"Select New Location RES_QUALS1" (UT-EBC-QUALS.MDB).** If there is uncertainty as to what file goes to which, they are listed in the **"Linked Table Manager"**, i.e. **ASSIGNEMENT_HISTORY (C:\ross_report\UT-EBC-HISTORY.MDB)**.

   When those steps are completed, click on cancel and return to the ROSS Reports main screen.

9) Now for the next step, creating reports!

CREATING REPORTS
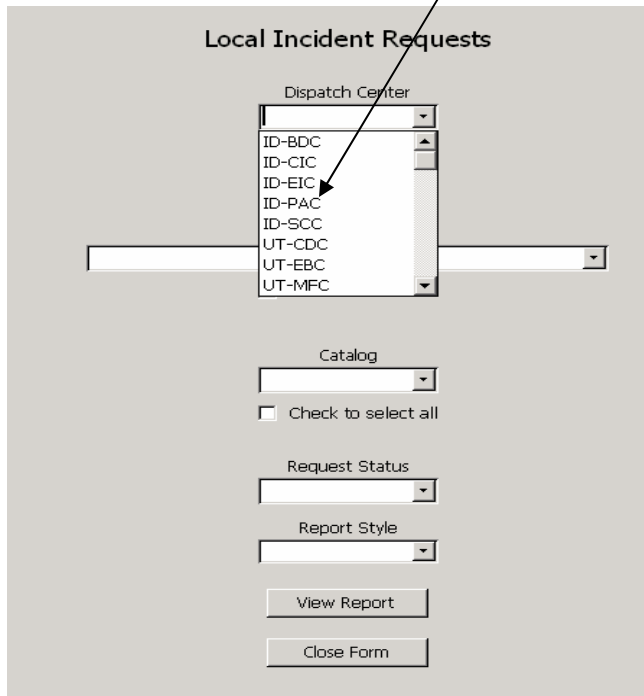
1) At the main **ROSS Reports** screen, there are several options for selecting and creating standardized reports.

2) Click on the box next to the type of report to be created. For this example it will be **"Local Incident Requests".**
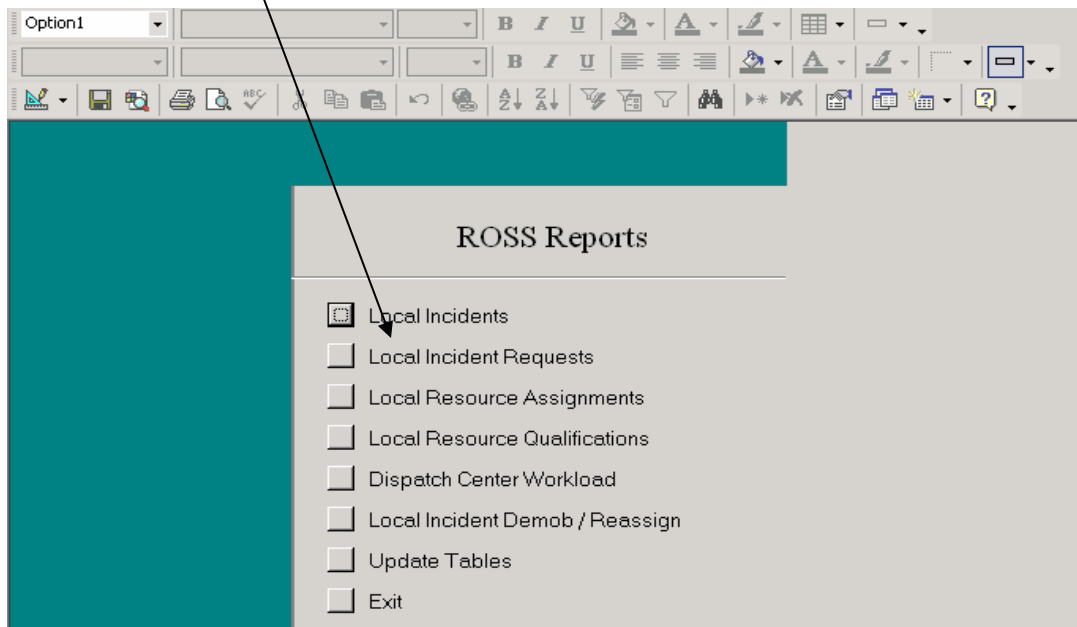
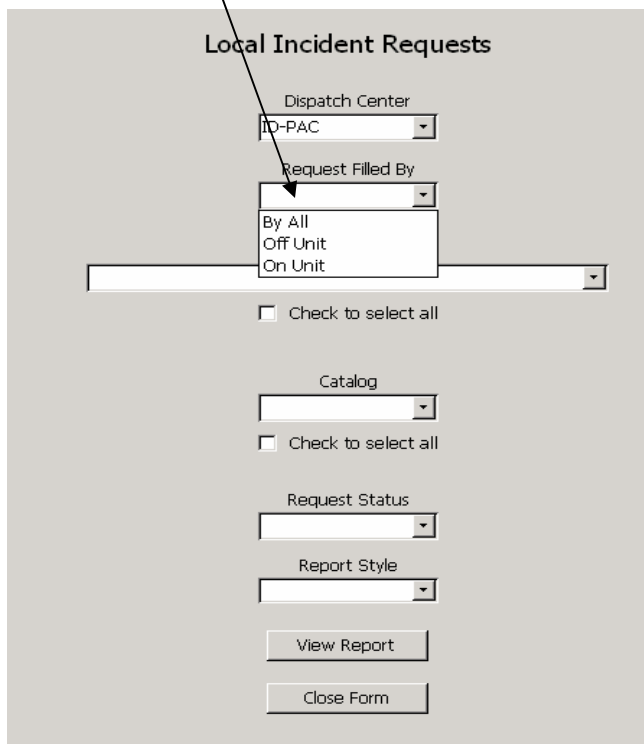3) This will bring up a screen with several drop-down boxes or buttons to select what is desired for the report.

4) Click on the desired **"Dispatch Center".**

Local Incident Requests

Dispatch Center

| ID-BDC |
| ID-CIC |
| ID-EIC |
| ID-PAC |
| ID-SCC |
| UT-CDC |
| UT-EBC |
| UT-MFC |

Catalog

☐ Check to select all

Request Status

Report Style

View Report

Close Form

5) Go to **"Request Filled By"** and select whether Off Unit, On Unit or By All. This will give you the information on where the request was filled.
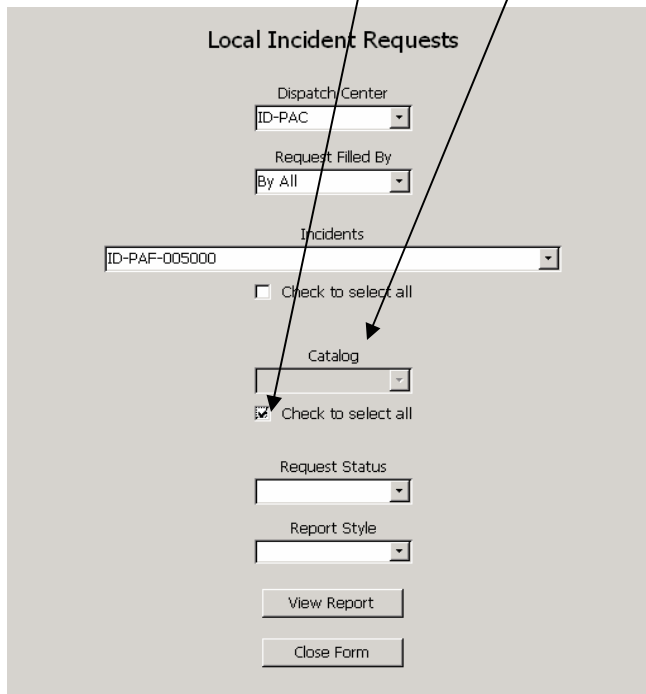

Local Incident Requests

Dispatch Center
ID-PAC

Request Filled By

| By All |
| Off Unit |
| On Unit |

☐ Check to select all

Catalog

☐ Check to select all

Request Status

Report Style

View Report

Close Form

6) Click on the drop down menu for **"Incidents"** and select the incident wanted, or there is an option to **"Check to select all"** for all incidents.
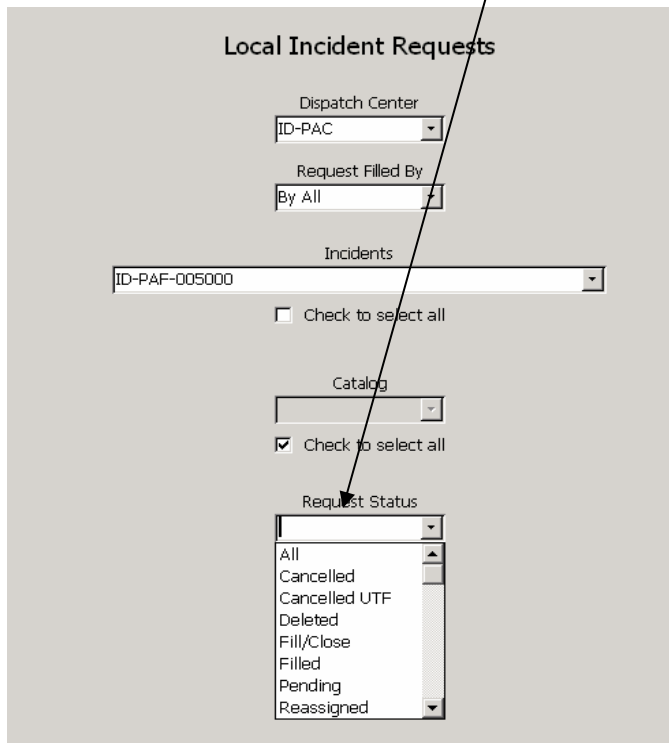

7) Click on the drop-down menu for **"Catalog"** and select the catalog item, or there is an option to **"Check to select all"** for all catalog items.

8) Click on the drop-down for **"Request Status"** and select type of request status needed. There is also the option to select "All" which will give all request types on the report**.**

Local Incident Requests

Dispatch Center
ID-PAC

Request Filled By
By All

Incidents
ID-PAF-005000

☐ Check to select all

Catalog

☑ Check to select all

Request Status

| All |
| Cancelled |
| Cancelled UTF |
| Deleted |
| Fill/Close |
| Filled |
| Pending |
| Reassigned |

9) Click on the drop-down for **"Report Style"**. There are two options, the first being **"Detail"** for a report with each request on it, or **"Summary"** for a count of each request item.

Local Incident Requests

Dispatch Center
ID-PAC

Request Filled By
By All

Incidents
ID-PAF-005000

☐ Check to select all

Catalog

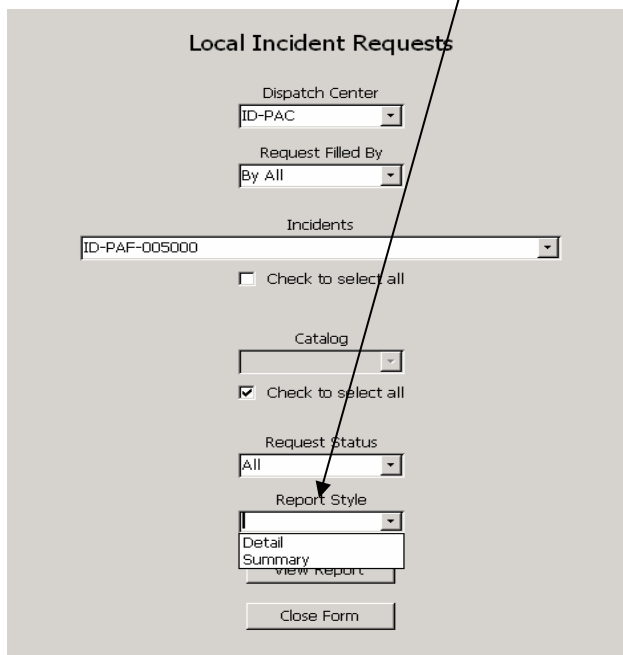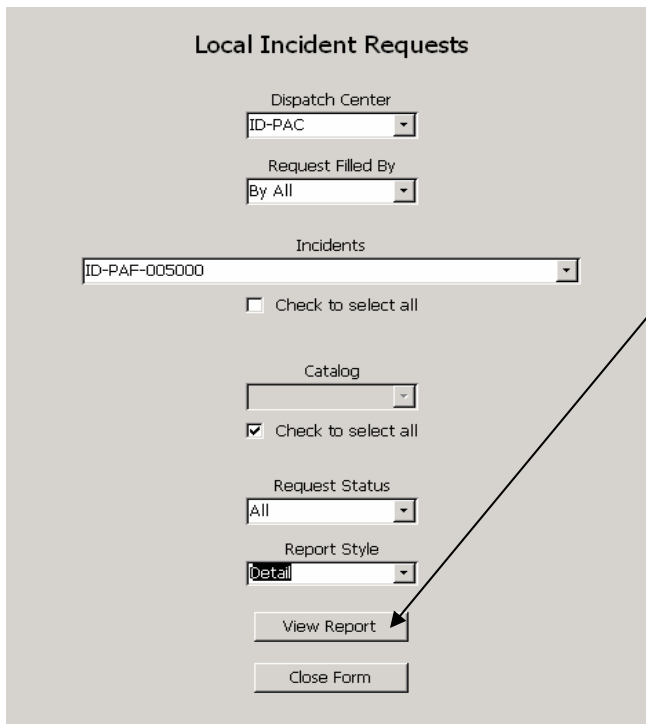☑ Check to select all

Request Status
All

Report Style

Detail
Summary

View Report

Close Form

10) Select which report style desired, and then click on the **"View Report"** button.

11) The following is an example of a **Detailed Report**.

Crew Requests for ID-PAF-004000

All Status

Requests Filled By All

Req #	Catalog Item Name		Resource Name	Agency ID	Filled By	Mob Date	Demob Date	Status
	PAYETTE ABCD		ID-PAF-004000			P44VQ9		
C-1	CREW, TYPE 2 IA	QUALIFIED	CREW - 2 IA - FERGUSON MANAGEMENT COMPANY, NCC-18A	ID-CTF	ID-EIC	8/2/2004	8/10/2004	RELEASED
C-2	CREW, TYPE 2 IA	QUALIFIED	CREW - 2 IA - FERGUSON MANAGEMENT COMPANY, NCC-18B	ID-CTF	ID-EIC	8/2/2004	8/9/2004	RELEASED
C-3	CREW, TYPE 1	QUALIFIED	CREW - 1 - HORSESHOE HOTSHOTS	CA-SQF	UT-NUC	8/6/2004	8/6/2004	REASSIGNED
C-4	CREW, TYPE 1	QUALIFIED	CREW - 1 - HORSESHOE HOTSHOTS	CA-SQF	ID-PAC	8/10/2004	8/13/2004	REASSIGNED
C-5	CREW, TYPE 1							CANCELLED
C-6	CREW, TYPE 2 IA	QUALIFIED	CREW - 2 IA - SALT LAKE COUNTY #2	UT-NWS	UT-CDC	8/16/2004	8/20/2004	RELEASED

12) The following is a **"Summary Report".**

Crew Requests for ID-PAF-004000

All Status

Requests Filled By All

ID-PAF-004000   PAYETTE ABCD   Filed On Unit 1   Filed Off Unit 4

Friday, February 11, 2005